

PUBLIC PLACEMENT FUND MANUAL

Revised August 2007

**Division of Special Education
Funds Management
Department of Elementary and Secondary Education**

Background

The Public Placement Fund is for both IEP and non IEP students placed within a non-domicile district by DMH, DFS, DYS, or a Court of Competent Jurisdiction, whose educational costs exceed the revenues received by the district.

Domicile: the district where the parent or legal guardian resides. The residence the student would return to if released from custody.

Eligibility Criteria

- 1) The student must be educated in a non-domicile district
- 2) The student must have been placed into the non-domicile district by Division of Family Services (Children's Division), Division of Youth Services, Department of Mental Health, or a Court of Competent Jurisdiction.

Guidelines

THE APPLICATION MUST BE COMPLETED ELECTRONICALLY, PRINTED, SIGNED AND MAILED TO DESE WITH THE SUPPORTING DOCUMENTATION. DISTRICTS SHOULD SUBMIT ONLY ONE APPLICATION PER DISTRICT FOR ALL STUDENTS. There are several versions of the application depending on the number of eligible students. Districts should choose the application that best fits their number of eligible students. Links to all supporting documentation needed to complete the application may be found at the PPF webpage at:

<http://www.dese.mo.gov/divspeced/Finance/PPFindex.html>. The state statute that corresponds to this fund is RSMo 167.126 located at <http://www.moga.mo.gov/statutes/C100-199/1670000126.HTM>. See Attachment II.

Special School District and Component School Districts will complete the same version of the application that regular districts complete. It is up to SSD and the component districts on which entity will claim which students and which costs, as long as both entities don't claim the same student.

Submission Instructions

The PPF application is due October 15 of each fiscal year. The district must complete the application electronically, print, sign, and mail into DESE with the supporting documentation postmarked by October 15. Applications should be mailed to: DESE, Funds Management, PO Box 480, Jefferson City, MO 65102.

Reimbursement Methodology

The PPF application used the methodology shown in the calculation below in determining excess costs. Excess costs refer to those costs that are above and beyond the revenues that the district receives for these students.

$$\begin{array}{r} \text{Educational Costs} \\ - \text{Revenues} \\ = \text{Excess Cost (Reimbursement)} \end{array}$$

Technical Assistance

All questions regarding the PPF application may be directed to Shelley Witherbee at (573) 522-2523 or shelley.witherbee@dese.mo.gov.

Identifying Eligible Students

Districts can determine student eligibility using the following methods as possible indicators:

- Check enrollment records for non-domicile address
- Check students with a DFS caseworker
- Check students generating a Local Tax Effort Billback
- Check students in group/residential homes and/or Juvenile Facilities

If the domicile of a student is not known, districts may submit an “Appendix C”, also known as a Legal Release of Confidential Student Information to their local Children’s Division/Division of Family Services office. A sample of the form is located at the end of this manual. The form indicates if the Parental Rights have been terminated, and if not, the domicile address for the parents.

Completing the Application Form

Districts need to complete all of the blue highlighted cells with the information indicated in the corresponding line. All grey shaded areas on the application will automatically calculate as information is entered into the application. All reports needed to complete the application are linked to the PPF webpage at: <http://www.dese.mo.gov/divspeced/Finance/PPFindex.html>.

Cover Page

Type in the School District name, County District Code, contact name, email address, phone number, fax number and district **CALENDAR DAYS** on the top portion of Page 1 on the application. Calendar days are located on Screen 10 of Core Data.

The rest of the information on the cover page includes instructions for completing the student worksheet and the supporting reports needed to calculate the revenues section.

Student Worksheet

The student worksheet has the following sections: Placing Agency, Student Name, Social Security Number, IEP Status, Educational Setting, Domicile and Local Tax Effort information, attendance, transportation, and ADA. Instructions for completing each section are below.

Placing Agency: Only non-domicile students placed by the Division of Family Services (DFS)/Children’s Division (CD), Division of Youth Services (DYS), Division of Mental Health (DMH), or a Court of Competent Jurisdiction are eligible for this fund. Please indicate the placing agency with an “x” under the appropriate column.

Student Name: Please enter the student last name and first name in the indicated columns.

Social Security Number: Please enter the student’s social security number if known.

IEP: Indicate if the student has an Individualized Education Plan (IEP) by marking “x” in this column.

Educational Setting: Indicate the educational setting of the student by placing an “x” in the appropriate column. If the student was in two settings during the school year, choose the one in which they were placed the longest.

Option A - This option is for students who attend regular and special education classes within the district setting.

Option B - This option is for students who attend district operated separate classrooms/programs, such as residential or detention facilities.

Option C - This option is for students who have contractual placements with other school districts or approved private agencies.

Enrollment Dates: Enter the enrollment dates of the student for the school year being claimed only

Domicile County District Code: Enter the county district code of the domicile district. Codes may be found at: <http://dese.mo.gov/divadm/finance/local/>. In some instances, the domicile district code is not applicable. In these instances, use one of the codes below in this field. If one of these codes are used, please submit supporting documentation in the form of an Appendix C or an enrollment form indicating the domicile is not applicable.

Code Reason

TPR Parental Rights are terminated

OTS Parents live out-of-state

INC Parents are incarcerated

ORP Parents are deceased and the student is orphaned

UNK The information is truly unknown or untraceable

Local Tax Effort Rate: Enter the corresponding tax rate to the county district code. Again, rates may be found at the same link as the codes at: <http://dese.mo.gov/divadm/finance/local/>. If a domicile district rate is not applicable, as in one of the situations above, use \$0.

Attendance Days: Enter the attendance days for the student during the school year being claimed. Do not include Extended School Year (ESY) or Summer School attendance days.

Transportation: Mark an “x” in this column if student received district transportation.

ADA: This column will automatically calculate based on the information entered.

LTE Revenue: This column will automatically calculate based on the information entered.

Basic State Aid Revenue

These three lines (1-3) of the application will automatically calculate based on the state adequacy target (\$6,113) and the ADA for the student’s on the application. This calculation will determine the amount of State Aid revenue generated by the students on this application.

Local Tax Effort Revenue

This line (4) of the application will automatically calculate based on the information entered into the student worksheet. This calculation will determine the amount of Local Tax Effort revenue generated by the students on this application.

Transportation Revenue

The district will need to complete lines 5-6 of this section. The Audit Confirmation Report will be needed to complete Line 5 of the application and may be found at:

http://dese.mo.gov/divadm/finance/audits/audit_year.html. Click on 2006-2007 Audit Confirmation Report. Click on Report Menu at the Bottom of the DESE web application menu page. Choose Audit Confirmation Report. Enter the amount listed under Foundation Program Transportation 5312. See insert below.

Audit Confirmation Report:

SB 301 BOND TRANSFER ISSUED ON 2004/02	5311	\$345,100.00	
SB 301 BOND TRANSFER ISSUED ON 2005/06	5311	\$345,908.00	
FOUNDATION PROGRAM TRANSPORTATION	5312	\$385,686.00	\$3,312,541.00
			\$385,686.00
Sp Ed Extend Sch Year	5313	\$37,702.00	
Sp Ed Voc Spec Needs	5313	\$11,400.00	

PPF Application Form:

Section III - Transportation Revenue	
2005-06 School Finance Audit Confirmation "FOUNDATION PROGRAM TRANSPORTATION" - Revenue Code 53	\$385,686.00
BU110 Line 8 (Grand Total Eligible ADT)	
Transportation Revenue Received per ADT	#DIV/0!
Allocated Transportation Revenue Received for Students on this Application	#DIV/0!

The BU110 Transportation Report will be needed to complete Line 6 of the application and may be found at: <http://dese.mo.gov/divadm/trans/FinancialRpt.html>. Click on 2006-2007. Choose school district. Change the drop down box to the year 2006-2007. Change the month to June. Click on Transportation from the payment transmittal sheet. The BU110 report will appear. Enter the amount from Line 8 of the report (Grand Total Eligible ADT). See insert below.

BU110 Report:

Payment Year:	2006 - 2007	Payment Month:	June
Eligible Contracted	Aggregate Days	Count Days	ADT
1. K-12	2,734	/ 2	= 1,367.00
2. Vocational	0	/ 2	= 0.00
3. Total Non-Handicapped ADT			= 1,367.00
4. Grand Total Non-Handicapped ADT			= 1,367.00
5. K-12 Handicapped	66	/ 2	= 28.00
6. Total Handicapped ADT			= 28.00
7. Grand Total Handicapped ADT			= 28.00
8. Grand Total Eligible ADT			= 1,395.00

Application Form:

Local Tax Effort Amount for the Students on this Application (Total from Local Tax Effort Amount on Student Worksheet)	\$0.00
Section III - Transportation Revenue	
2005-06 School Finance Audit Confirmation "FOUNDATION PROGRAM TRANSPORTATION" - Revenue Code 53	
BU110 Line 8 (Grand Total Eligible ADT)	1,395.00
Transportation Revenue Received per ADT	\$0.00

After entering the numbers for lines 5-6, lines 7-8 of the application will automatically calculate. This calculation will determine the amount of Transportation revenue generated by the students on this application.

Part B Entitlement

The district will need to complete lines 9-10 of this section. The DESE Part B Spreadsheet will be needed to complete these lines on the application and may be found at:

<http://www.dese.mo.gov/divspeced/Finance/PDF/FY06PartBtoFY07PartBallocations.pdf>.

DESE Part B Spreadsheet:

Part B Entitlement Funds FY07			
CDC	District Name	FY07 Part B Entitlement	FY07 Child Count
001090	ADAIR CO. R-I	\$74,897	57
001091	KIRKSVILLE R-III	\$639,121	401
001092	ADAIR CO. R-II	\$74,112	51
002017	DEPARTMENT OF CORRECTIONS	\$408,235	507
002089	NORTH ANDREW CO. R-VI	\$70,863	50
002090	AVENUE CITY R-IX	\$26,519	16
002097	SAVANNAH R-III	\$396,134	285

PPF Application Form:

Section IV - Part B Entitlement	
Entitlement Funds (Part B Entitlement Section from DESE Spreadsheet)	\$74,897.00
Count (Child Count Section from DESE Spreadsheet)	57.00
Funds per Child	\$1,313.98
Number of Students from this Application with a IEP Enrolled Dec 1, 2006	0.00
Part B Entitlement Revenues	\$0.00

Miscellaneous Revenues


List any other revenues on Line 14 relevant to the students on the application, such as: Title Grants, Medicaid, Assistive Technology Grants, etc.

Section VI – Costs

A detailed description and documentation for all DIRECT costs listed in this section must be attached to the application. DIRECT costs are those costs directly associated with educating the children on the application, and not the costs incurred by the district for normal operations. For example, district administration and overhead for district buildings are all costs associated with regular business operations. Costs for this application may include: teachers and aides hired specifically for the children on this application, supplies for classrooms specific to this application, assistive technology, lease cost for space not owned by the district, and transportation specific to these students.

Option A: Use Option A for students on this application who attend regular or special education classes within the district. The methodology behind Option A is that students who are placed with regular domicile students usually aren't costing the district any more to educate. This calculation creates a base cost for each student (Current Expenditure per ADA Amount) and allows the

district to add additional costs that may be burdensome, such as: personal paraprofessionals, related services, special education transportation, assistive technology, and any other costs directly related to the education of the student.

Enter the Current Expenditure per ADA on Line 15 of the application. The Current Expenditure per ADA is calculated by School Finance, taking all of the expenditures from the district divided by the total ADA. The Current Expenditure per ADA for each district may be found on the Annual Secretary of the Board Report for the school district. Go to the DESE web applications login page. Choose the Public Applications Option. Choose the Annual Secretary of the Board Report – District option. Enter the county district code with no dashes and click on “LIST”. The district should show in the field below. Click on “SELECT DISTRICT”. Choose the 2006-2007 school year from the drop down box. Choose the last closed cycle by clicking on the  button. Choose “REPORT MENU” from the list at the very top of screen. Select the “Current Expenditure Calculation”. This report will contain the district’s Current Expenditure per ADA amount. Enter this amount on Line 15 of the application. After entering this amount on the application, the ADA for those students listed under Option A will be multiplied by the Current Expenditure per ADA to get a base cost for the students in this category. The district will then enter additional costs in the remaining categories for students who fall under Option A. All costs should be prorated based on the number of students served. See examples below.

Example: A full-time paraprofessional serves three students in the district. To prorate, take 1/3 of the salary and benefits to determine the cost for each student.
\$13,500 salary & benefits / 3 students = \$4,500 per student

Example: A student sees the speech pathologist for 60 minutes each week. The pathologist has a caseload 1800 minutes per week. To prorate, divide the student’s minutes into the total therapy caseload, and multiply by the salary and benefits to determine a cost for this student.
60 minutes / 1800 minutes = 3% of time spent with this student
*\$60,000 salary & benefits * 3% = \$1,800 for this student*

Option B: Use Option B for students who attend district operated separated classrooms/programs, such as residential or detention facilities. If these classrooms/programs are only serving students who have been publicly placed 100% of their direct operating costs may be claimed. If domicile district or non publicly placed students are also being served in these classrooms/programs all costs in this section must be prorated according to the number of students on this application who are served in the program as compared to the total number of students in the program.

The costs under this option include: Staff salary and benefits, supplies, assistive technology, related services, rent/utilities, and any other costs directly related to the education of the student. See example below.

Example: A residential facility houses 50 students placed by the court. Of the 50 students, 46 are non-domicile. To prorate all the costs, take the number of non-domicile students divided by the total number of students housed at the facility.
46 non-domicile students / 50 students housed = 92% of costs may be claimed
*Total Teacher Salary and Benefits (5 teachers) = \$225,000 * 92% = \$207,000*

Option C: Use Option C for students who are receiving services through contractual placements with other districts or approved private agencies. Districts may add other additional costs not included in the tuition, such as: transportation, related services, assistive technology, supplies, and any other costs directly related to educating the student.

Summary of Revenues/Costs

Revenues and costs will automatically fill in from each section of the application to calculate the Excess Cost Amount.

If the Excess Cost amount is **negative**, the district received enough revenues to cover the costs of educating these non-domicile students, and they will not receive any reimbursement from DESE.

If the Excess Cost amount is **positive**, the district didn't receive enough revenues to cover the costs of educating these non-domicile students, and they will receive the amount listed from DESE.

Please have the Superintendent sign and date the application before submitting to DESE. The application must be postmarked by October 15.

Attachment I
“Appendix C Form” – Information Request/Response

LEGAL RELEASE OF CONFIDENTIAL INFORMATION TO SCHOOL DISTRICT

SECTION A – To be completed by the school district/DESE

Child's Name:

Date of Birth:

Social Security Number:

Departmental Client
Number (DCN) if
known:

Dates of attendance for
billback:

____ - ____ -20____ to ____ - ____ -20____

Request from:

_____ at _____
(name of person) (school district)

By accepting this information I/we agree not to re-release any information or to use it for any purpose other than the administrative activities authorized by the cooperative agreement between DESE and the Division of Family Services.

SECTION B – To be completed by the county DFS office liaison

1. Was the above named child in DFS custody (LS-1) during the above listed dates?

____yes ____no If yes, go to #2. If no, STOP!

2. Was the above named child placed in the above named school district during the dates specified?

____yes ____no If yes, go to #3. If no, STOP!

3. Were the parents' rights of the above named child terminated either prior to or during the dates specified?

____yes ____no If yes, STOP! If no, go to #4.

4. Please list the following information (if known):

Mother

Father

Address:

Address

State, Zip Code:

State, Zip Code:

DFS Liaison: _____ at _____
(name) (county office)

Date:

Attachment II
RSMo 167.126

Children admitted to certain programs or facilities, right to educational services--school district, per pupil cost, payment--inclusion in average daily attendance, payments in lieu of taxes, when.

167.126. 1. Children who are admitted to programs or facilities of the department of mental health or whose domicile is one school district in Missouri but who reside in another school district in Missouri as a result of placement arranged by or approved by the department of mental health, the department of social services or placement arranged by or ordered by a court of competent jurisdiction shall have a right to be provided the educational services as provided by law and shall not be denied admission to any appropriate regular public school or special school district program or program operated by the state board of education, as the case may be, where the child actually resides because of such admission or placement; provided, however, that nothing in this section shall prevent the department of mental health, the department of social services or a court of competent jurisdiction from otherwise providing or procuring educational services for such child.

2. Each school district or special school district constituting the domicile of any child for whom educational services are provided or procured under this section shall pay toward the per-pupil costs for educational services for such child. A school district which is not a special school district shall pay an amount equal to the average sum produced per child by the local tax effort of the district of domicile. A special school district shall pay an amount not to exceed the average sum produced per child by the local tax efforts of the domiciliary districts.

3. When educational services have been provided by the school district or special school district in which a child actually resides, other than the district of domicile, the amounts as provided in subsection 2 for which the domiciliary school district or special school district is responsible shall be paid by such district directly to the serving district. The school district, or special school district, as the case may be, shall send a written voucher for payment to the regular or special district constituting the domicile of the child served and the domiciliary school district or special school district receiving such voucher shall pay the district providing or procuring the services an amount not to exceed the average sum produced per child by the local tax efforts of the domiciliary districts. In the event the responsible district fails to pay the appropriate amount to the district within ninety days after a voucher is submitted, the state department of elementary and secondary education shall deduct the appropriate amount due from the next payments of any state financial aid due that district and shall pay the same to the appropriate district.

4. In cases where a child whose domicile is in one district is placed in programs or facilities operated by the department of mental health or resides in another district pursuant to assignment by that department or is placed by the department of social services or a court of competent jurisdiction into any type of publicly contracted residential site in Missouri, the department of elementary and secondary education shall, as soon as funds are appropriated, pay the serving district from funds appropriated for that purpose the amount by which the per-pupil costs of the educational services exceeds the amounts received from the domiciliary district except that any other state money received by the serving district by virtue of rendering such service shall reduce the balance due.

5. Institutions providing a place of residence for children whose parents or guardians do not reside in the district in which the institution is located shall have authority to enroll such children in a program in the

district or special district in which the institution is located and such enrollment shall be subject to the provisions of subsections 2 and 3 of this section. The provisions of this subsection shall not apply to placement authorized pursuant to subsection 1 of this section or if the placement occurred for the sole purpose of enrollment in the district or special district. "Institution" as used in this subsection means a facility organized under the laws of Missouri for the purpose of providing care and treatment of juveniles.

6. Children residing in institutions providing a place of residence for three or more such children whose domicile is not in the state of Missouri may be admitted to schools or programs provided on a contractual basis between the school district, special district or state department or agency and the proper department or agency, or persons in the state where domicile is maintained. Such contracts shall not be permitted to place any financial burden whatsoever upon the state of Missouri, its political subdivisions, school districts or taxpayers.

7. For purposes of this section the domicile of the child shall be the school district where the child would have been educated if the child had not been placed in a different school district. No provision of this section shall be construed to deny any child domiciled in Missouri appropriate and necessary, gratuitous public services.

8. For the purpose of distributing state aid under section 163.031, RSMo, a child receiving educational services provided by the district in which the child actually resides, other than the district of domicile, shall be included in average daily attendance, as defined under section 163.011, RSMo, of the district providing the educational services for the child.

9. Each school district or special school district where the child actually resides, other than the district of domicile, may receive payment from the department of elementary and secondary education, in lieu of receiving the local tax effort from the domiciliary school district. Such payments from the department shall be subject to appropriation and shall only be made for children that have been placed in a school other than the domiciliary school district by a state agency or a court of competent jurisdiction and from whom excess educational costs are billed to the department of elementary and secondary education.